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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**September 1 – September 30, 2007**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03  
Superfund Records Center Management Services, Region 9**

**Monthly Report  
September 2007**

**TOAM: Elaine Chan  
PM: Patrick Gookin**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on September 5.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on September 7.

The Records Center Performance Measurements Reports were submitted to the TOAM on September 6.

The Major Projects Status Report was submitted to the TOAM on September 10.

The current invoice for Records Center operations, and the site-specific detail attachments were provided to the TOAM on September 18.

The PM and RMS IV/Assistant Manager met with the TOAM and Contracting Officer on September 12 to review the monthly reports and to verify the status of the contract.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

## **Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

### **2.1 Organizing and Indexing**

Staff indexed 2,595 documents and edited 3,030 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

MODESTO GROUND WATER CONTAMINATION  
NORTON AIR FORCE BASE  
PURITY OIL SALES INC.  
SAN FERNANDO VALLEY (AREAS 1 & 2)  
SHARPE ARMY DEPOT  
TRACY DEFENSE DEPOT – DEFENSE DISTRIBUTION REGION WEST  
WILLIAMS AIR FORCE BASE

The site assessment Librarian IV received 2.4 ft. of new documents, of which .1 ft. were federal facilities documents, and processed 4 new sites. In addition, 6.5 inches of Oil Facility Response Plans were received.

Staff shifted approximately 14.3 ft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 1 site file, shifted 5 ft. of files to make room for new documents, and shelf-read the entire site assessment collection (384 ft.).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 4<sup>th</sup> quarter quality-assurance review of new personal and organizational name authority file entries.

The site assessment Librarian IV received .5 ft. of Oil Facility Response Plan documents, and worked 3 hours on the collection, adding new pages, and processing newly received documents.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

37.5 ft. of documents were picked up from EPA regional offices. 6 Transfer of Records forms were processed.

25.2 ft. of documents were retrieved from the FRC.

Staff performed quality assurance on .1 ft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated September 11.  
FRC Storage Report, updated September 11.  
On-Site Storage Report, updated September 11.  
Contracts On-Site Storage Report, September 12, 21, and 28.

### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

## **2.3 Scanning**

Scanning staff prepared, scanned, and quality assured 2,159 documents (66,714 pages) during September and forwarded them for retirement to the FRC.

### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

## **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 8 SCAP accomplishment documents during September.

### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

## **2.5 Financial Documentation/Cost Recovery Packaging**

Eleven Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

- FRESNO MUNICIPAL SANITARY LANDFILL, OU 01 (SSID 09H7)
- MEW STUDY AREA, OU 01 (SSID 09M6)
- MONTROSE CHEMICAL CORP, OU 01 (SSID 0926)
- MOTOROLA, INC. (52ND STREET PLANT), OU 13 (SSID 09BE)
- MOTOROLA, INC. (52ND STREET PLANT), OU 14 (SSID 09BE)
- MOTOROLA, INC. (52ND STREET PLANT), OU 15 (SSID 09BE)
- MOTOROLA, INC. (52ND STREET PLANT), OU 18 (SSID 09BE)
- MOTOROLA, INC. (52ND STREET PLANT), OU 19 (SSID 09BE)
- RIO TINTO MINE, OU 01 (SSID 09BY)
- TUCSON SOURCES, OU 00 (SSID 091C)

Staff received 9 requests for cost package and/or contract documents, performed database 7 searches in SDMS and provided 16 documents for EPA staff during September. Site-specific charges occurred for the following sites:

- COOPER DRUM, OU 01 (SSID 091N)
- LAVA CAP MINE, OU 01 (SSID 093Y)
- MEW STUDY AREA, OU 01, (SSID 09M6)
- OPERATING INDUSTRIES, INC., LANDFILL, OU 03 (SSID 0958)
- RIO TINTO MINE, OU 01 (SSID 09BY)
- SAN GABRIEL VALLEY (AREAS 1-4), OU 01 (SSID 09ES)
- TUCSON SOURCES, OU 00 (SSID 091C)

Staff scanned 16 documents (88 pages) into the SCORPIOS system. Total scanning hours this month: 2.5.

The Cost Package Documentation Index was updated on September 12, 21, and 28.

### **Future Activities**

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

## **2.6 Recycling and Shredding**

At the request of EPA staff, Records Center staff recycled/shredded 7.5 lft. of documents.

### **Future Activities**

Recycling and shredding assistance will be provided as directed by the TOAM.

### **Sites worked on under Task 2 for the month of September, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

<b>SSID</b>	<b>OU</b>	<b>Site Name</b>
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09MQ	00	ADVANCED FUEL FILTRATION SYSTEMS
09ZZ	N/A	ANGUIANO BURN DUMP
09ZZ	N/A	ANTIOCH RADIATOR EXCHANGE
09JS	00	ASARCO INC HAYDEN PLT
09ZZ	N/A	ASHLAND CHEM CO NEWARK
09ZZ	N/A	BEALE AIR FORCE BASE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
09ZZ	N/A	BUSY BEE LAUNDRY & CLEANING
093H	01	CASMALIA RESOURCES
09PQ	00	CASMALIA RESOURCES
09PQ	01	CASMALIA RESOURCES
09ZZ	N/A	CHEVRON USA INC BAKERSFIELD REF
091N	01	COOPER DRUM
09Y1	00	DCE CIRCUITS
09ZZ	N/A	DEFENSE FUEL SUPPORT POINT SAN PEDRO
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	DYSAN CORP (5440 PATRICK HENRY DR)
09ZZ	N/A	EAST PALO ALTO COOLEY LANDING (BROWNFIELDS)
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
09ZZ	N/A	ELVERTA MAINTENANCE FACILITY SUBST
09ZZ	N/A	EVERBRIGHT CORP (FINA SISU)
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
09H8	01	GBF & PITTSBURG DUMPS
09ZZ	N/A	HAWAII PROJECT MANAGEMENT (HPM)
097T	00	HAWAIIAN WESTERN STEEL DUMP
09ZZ	N/A	HOOPA VALLEY INDIAN RESERVATION
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	01	INDIAN BEND WASH SOUTH
09G9	01	INDUSTRIAL WASTE PROCESSING
09MX	00	IRON KING MINE & TAILINGS



<b>SSID</b>	<b>OU</b>	<b>Site Name</b>
0917	01	IRON MOUNTAIN MINE
09ZZ	N/A	J I M MANUFACTURING CO
09ZZ	N/A	KEKAHA SUGAR CO LTD FORMER WOOD TREATMENT & HERBICIDE MIXING PLANT
09ZZ	N/A	KERN VALLEY SANITARY LANDFILL
09ZZ	N/A	LAND BANK INVESTMENTS INTERNATIONAL
09ZZ	N/A	LEVINE METALS
0947	01	LIQUID GOLD OIL CORP RICHMOND
0976	01	LOUISIANA-PACIFIC CORP
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD
0965	01	MATHER AIR FORCE BASE
0941	01	MCCLELLAN AIR FORCE BASE
09KM	00	MCCLEUR TAILINGS
09BZ	01	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
09ZZ	N/A	MILILANI WELLS (HI WELLS)
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	06	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09BE	11	MOTOROLA, INC. (52ND STREET PLANT)
09BE	12	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BE	18	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09QT	00	MT. FINANSANTA REPEATER BATTERIES SITE
09LU	00	NAVARRO PROPERTY
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
0905	01	NINETEENTH AVENUE LANDFILL
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
0978	01	NORTON AIR FORCE BASE
09ZZ	N/A	ONE HOUR MARTINIZING "G" ST
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09HV	04	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	00	PEMACO MAYWOOD
09ZZ	N/A	PG&E GAS PLANT SAN JOSE 408 5A
096E	00	PHELPS DODGE HISTORICAL SMELTER

<b>SSID</b>	<b>OU</b>	<b>Site Name</b>
09JV	01	PHOENIX-GOODYEAR AIRPORT AREA
09EG	00	PRC PATTERSON
09ZZ	N/A	PRESTIGE CLEANERS LAS VEGAS
0921	01	PURITY OIL SALES INC.
09LC	00	RINCONADA MINE
0979	01	SACRAMENTO ARMY DEPOT
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SANTA ROSA PLATING WORKS
0980	01	SHARPE ARMY DEPOT
0994	00	SIGNETICS, INC
09J8	01	SOLA OPTICAL USA, INC
0942	01	SOUTH BAY ASBESTOS
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09M1	01	TARP
09ZZ	N/A	TEXACO SEC 8 CENTRAL SOLID WASTE SITE
0981	01	TH AGRICULTURE & NUTRITION
09Q5	01	TRACY DEFENSE DEPOT
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09FW	00	TROJAN PLATING SHOP
09L9	01	TUCSON AFP 44
091C	00	TUCSON SOURCES
091C	02	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
09ZZ	N/A	UNIDYNAMICS PHOENIX INC WHITE TANKS
09ZZ	N/A	UNION CHEM CO DOS PALOS
09ZZ	N/A	UNION PACIFIC R W LINCOLN COUNTY
09ZZ	N/A	US POSTAL SERVICE
09HS	00	VETA GRANDE MINING CO.
09C1	01	WASTE DISPOSAL, INC.
09FY	01	WASTE DISPOSAL, INC.
09ZZ	N/A	WEST PHOENIX IND AREA
09R4	01	WESTERN PACIFIC RAILROAD CO.
09Q1	01	WILLIAMS AIR FORCE BASE

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 70 requests for documents, performed 374 database searches in SDMS-C, and provided 397 documents for EPA staff and other requesters.

Nine indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on September 4 and August 31, respectively.

### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 11 FOIA requests totaling 20.75 billable hours.

### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

### **3.3 Photocopy and Redaction Service**

Staff photocopied 2,624 non-FOIA-related pages for EPA and other requesters, and sent approximately 345 pages off-site to a copy service.

At the request of RPM Andy Bain, 2 documents from the Northeast Church Rock site file were redacted in preparation for the upcoming AR.

### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### **3.4 CD-ROM Service**

Staff fulfilled 8 requests for documents on CD-ROMs. 6,377 pages were copied to CDs.

### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the McClellan Air Force Base site.

### **Future Activities**

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

### **Sites worked on under Task 3 for the month of September, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

<b>SSID</b>	<b>OU</b>	<b>Site Name</b>
09DJ	00	AMCO CHEMICAL
09ZZ	00	ANYWHERE AUTO REPAIR
09C6	01	APACHE POWDER CO
0934	01	ATLAS ASBESTOS MINE

<b>SSID</b>	<b>OU</b>	<b>Site Name</b>
09ZZ	00	BINGHAM DRY WALL SPRAYING
09Q3	01	CAMP PENDLETON MARINE CORPS BASE
093H	01	CASMALIA RESOURCES
09PQ	01	CASMALIA RESOURCES
09ZZ	N/A	CHROME CUSTOM PLATING
091N	01	COOPER DRUM
0936	01	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09ZZ	N/A	HYDRO GEO CHEM INC
0920	08	INDIAN BEND WASH NORTH
0917	01	IRON MOUNTAIN MINE
093Y	01	LAVA CAP MINE
097J	02	LEHR/OLD CAMPUS LANDFILL
0976	01	LOUISIANA-PACIFIC CORP
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
09LA	00	MAIPALAOA ROAD SITE
09M6	01	MEW STUDY AREA
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BC	01	OMEGA CHEMICAL CORP.
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	PAPERMATE MFG CO
09ZZ	N/A	PETRO RESOURCES INC
096E	00	PHELPS DODGE HISTORICAL SMELTER
0921	01	PURITY OIL SALES INC.
09ZZ	N/A	RAND MINING COMPANY
09BY	01	RIO TINTO MINE, OU 01, SSID 09BY
09ZZ	N/A	RIVERSIDE CEMENT CO ORO GRANDE PLT
09QE	00	ROMOLAND MERCURY ER
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	03	SAN GABRIEL VALLEY (AREAS 1-4)
0980	01	SHARPE ARMY DEPOT
09HQ	00	STEELER INC.
0981	01	TH AGRICULTURE & NUTRITION
09L9	01	TUCSON AFP 44
091C	00	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
09HS	00	VETA GRANDE MINING CO.
09ZZ	N/A	WASTE MGMT INC GRANT RD IND CTR
09Q1	01	WILLIAMS AIR FORCE BASE

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

The Romoland Mercury Removal AR was compiled, copied, and sent to the repository in September.

### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

### **4.2 Work-Performed Compilations**

Two work-performed compilations were created or updated during September for the following sites:

OPERATING INDUSTRIES, INC., LANDFILL, OU 03 (SSID 0958)  
RIO TINTO MINE, OU 01 (SSID 09BY)

### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

### **4.3 Electronic Media and Microfilm Management**

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 7 collections  
Electronic files attached to E-mails: 86 collection

### **Future Activities**

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

### **Sites worked on under Task 4 for the month of September, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

<b>SSID</b>	<b>OU</b>	<b>Site Name</b>
09M6	01	MEW STUDY AREA
09QT	00	MT. FINANSANTA REPEATER BATTERY SITE
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09QE	00	ROMOLAND MERCURY ER

### **Task 5: Manage the Day-to-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:

The RMS IV/Assistant Manager held an all-hands staff meeting on September 26.  
The PM held a Managers/Supervisors meeting on September 19.  
The PM held an SDMS Department meeting on September 11.  
The PM held a Cost Recovery Department meeting on September 11.  
The RMS IV/Assistant Manager held a meeting with special projects staff on September 5.  
The RMS IV/Circulation Department Supervisor held departmental meetings on September 13 and 19.  
The RMS IV/Head Indexer held a departmental meeting on September 15.  
The RMS IV/Computer Support Department Supervisor held a departmental meeting on September 18.

The PM continued to purchase miscellaneous supplies and/or equipment during the month as needed.

#### **Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

### **Task 6: Training and Orientation**

At the request of the TOAM, a Librarian IV gave SDMS2 training to 5 EPA staff in September. The Librarian IV also gave to each EPA staff member a copy of the *SDMS Quick Reference Guide*.

#### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

### **Task 7: Online Operations and Internet Support**

On September 14, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV assisted EPA staff person Eric Magnan with technical problems relating to SDMS-C on September 19.

An RMS IV coordinated with EPA staff persons Susan Osterloh and Andy Bain to give staff access rights to Lotus Notes databases to be indexed at the direction of the TOAM. Access was successfully granted. Indexing of the e-mails in the database began on September 25.

#### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

### **Task 8: Attend Meetings and Teleconferences**

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on September 19.

#### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in October.

The PM will attend the national SDMS Summit meeting in Atlanta, GA on October 16-17.

## **II. DIFFICULTIES ENCOUNTERED**

The Microsoft Access application used to create the Document Location Notices was not working due to interaction issues with SDMS-C. However, the RMS IV/Computer Support Supervisor was able to fix the problem and the shelf-check is underway. Staff expect to have the Notices out next week.

## **III. PERSONNEL ACTION**

No personnel action was taken in this reporting period.

## **IV. SUMMARY OF TECHNICAL DIRECTION**

[Due to a catastrophic crash of the server that holds the Express Link database, the number of technical directions received from the TOAM is unavailable this month.] Staff received from the TOAM 18 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
2,159	24.6	879.1

### Inventories

Records Surveyed	Year to Date
43.2 LFT	402.6 LFT

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	921 LFT

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
51	1	0	0	17	0	0	1	70



## **VI. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK**

### **Task 1: Project Management**

#### **1.1 Manage the Task Order**

The monthly report was submitted to the TOAM on 9/5/07.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 9/7/07.

The Records Center Performance Measurement Reports were submitted to the TOAM on 9/6/07.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 9/4/07.

The reconciled site-specific distribution of direct costs report (site-specific detail attachment) for invoice #11 was submitted to the TOAM on 9/18/07.

The PM and RMS IV/Assistant Manager met with the TOAM and the Contracting Officer on 9/12/07 to review the monthly reports and to verify the status of the Task Order.

The *Administrative Record Training Manual* was updated on August 16.

#### **1.2 Close-Out of the Task Order**

No activity has occurred under this subtask to date.

### **Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding**

#### **2.1 Organizing and Indexing**

29,342 documents have been indexed and quality assured in SDMS-C as of 9/30/07.

#### **2.2 Document Pick-up, Processing, File Management, and Storage**

1,177 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 9/30/07.

160.4 lft. of records have been retrieved from the FRC in response to EPA requests as of 9/30/07.

921 lft. of records have been organized and sent to the FRC as of 9/30/07.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 9/11/07.

#### **2.3 Scanning**

22,152 documents (546,143 images) have been scanned into SDMS-C as of 9/30/07.

## **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 64 SCAP accomplishment documents as of 9/30/07.

## **2.5 Financial Documentation/Cost Recovery Packaging**

137 Financial Cost Documentation Packages have been processed as of 9/30/07.

165 pages of cost packages have been redacted as of 9/30/07.

16 financial documents (88 pages) have been scanned into SCORPIOS as of 9/30/07.

## **2.6 Recycling and Shredding**

64.2 lft. of documents have been recycled/shredded as of 9/30/07.

# **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

## **3.1 Reference, Search, and Circulation Service**

116,918 documents have been provided to EPA staff or the public as of 9/30/07.

557 site file indices/databases have been generated in response to EPA requests as of 9/30/07.

## **3.2 Freedom of Information Act (FOIA)**

As of 9/30/07, circulation staff has provided support for 103 FOIA requests. Billing data for 170.2 hours have been submitted to EPA.

## **3.3 Photocopy and Redaction Service**

Staff copied on-site a total of 59,892 non-FOIA-related pages for EPA and other requesters and sent approximately 9,123 pages off-site to a copy service.

5 site file documents have been redacted for release as of 9/30/07.

## **3.4 CD-ROM Service**

244 CD-ROMs or CD-ROM sets containing 2,106,310 images have been produced and supplied to EPA staff or the public as of 9/30/07.

## **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

12 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 9/30/07.

# **Task 4: Administrative Records (ARs) and Special Collections Management**

## **4.1 Administrative Records**

21 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 9/30/07.

The Stanislaus County Library Turlock Branch was called for information on 5/22/07 and the Repositories database was updated on 5/22/07.

#### **4.2 Work-Performed Compilations**

44 work-performed compilations have been completed as of 9/30/07.

#### **4.3 Electronic Media and Microfilm Management**

787 copies of special collections were produced in electronic format as of 9/30/07.

#### **Task 5: Manage the Day-To-Day Operations of the Superfund Records Center**

Operation and maintenance of the Records Center continued as of 9/30/07.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 9/30/07.

Equipment/supplies were purchased on 9/20/07.

#### **Task 6: Training and Orientation**

Site Assessment Manager Nuria Muñiz was provided SDMS-C training on 9/25/07.

Six ORC interns received training/orientation to the Records Center on 6/5/07.

A tour of the Records Center for visitors was completed on 7/6/07.

#### **Task 7: Online Operations and Internet Support**

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 9/14/07.

Assistance with technical problems was provided to EPA staff person Eric Magnan on 9/19/07.

#### **Task 8: Attend Meetings and Teleconferences**

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 7/18, 8/15, and 9/20/07.

Staff attended the EPA Annual CERCLIS/IMC/BC/SA/RM Conference held at San Francisco on 5/1 – 5/3/07.

Summary reports on the EPA Annual CERCLIS/IMC/BC/SA/RM Conference held at San Francisco were submitted to the TOAM on 5/15/07.